

DDA 77-0739

9 February 1977

25X1A

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Systems Analysis Staff

FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : Recommendation of the Inspector General
Survey of the Directorate of Administration

1. One of the Inspector General recommendations approved by the Acting Director concerns the delegation of approval authority for routine requests to provide assistance to other government agencies. The ADCI's memorandum on this recommendation reads:

Recommendation: That approving authority be delegated by DDA to subordinate levels in cases of routine administrative contacts with other government agencies.

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The Office of General Counsel is currently reviewing its memorandum to the IG dated 27 July 1976 which stated that the Director had assured the Chairman of the Intelligence Oversight Board (24 April 1976) that OGC "will review each and every proposed request for Agency assistance to other government components [REDACTED]"

This apparently has been the policy which we have been following since that time. I have been informally advised that at the conclusion of this review the Office of General Counsel will likely rule that only those requests covered by Paragraph (3) of Annex E,

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CL BY 009588

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[REDACTED] should be forwarded to the General Counsel for review. If that ruling is made, the DDA should identify all types of requests for assistance from other agencies which are within the categories in Paragraph (1) of [REDACTED] and/or for which there is precedent as to legality and propriety. The DDA should ask the General Counsel to concur in the designation of these types of requests as proper and in the delegation of authority to responsible officers with the Directorate of Administration to act on the same.

2. Please submit those common types of activities for which there is "precedent as to legality and propriety." We will then ask the General Counsel to concur in the delegation of approval authority to provide such assistance to other government agencies. Your response would be appreciated by Friday, 4 March 1977.

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[REDACTED]

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recommendation of the Inspector General
Survey of the Directorate of Administration

FROM:

Executive Officer, DDA

EXTENSION

NO.

DDA 77-0739

DATE

9 February 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
Director of Security

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2. EX/

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UNCLASSIFIED			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<u>To C/PAB/P+M: For Action</u>			
THIS APPEARS TO BE OUR CHANCE TO GET OUT FROM UNDER THE OPRESSIVE AND CONFUSING [REDACTED] GUIDELINES. WE SHOULD STRIVE FOR A COMPREHENSIVE LISTING AS ADD-ONS LATER MAY BE HARD TO ARRANGE.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED] D/Dir. of Security (P&M)			10 FEB 77

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